



**2004 CARE Act Data Report (CADR) Training  
Sheraton Crescent Hotel, Phoenix, AZ  
December 6-7, 2004  
Agenda**

*All sessions and activities will be held in the Phoenix Ballrooms B and C unless otherwise noted.*

**Monday, December 6, 2004**

7:30 – 8:30 a.m.      **Registration and Continental Breakfast (Phoenix A)**

8:30 – 9:00 a.m.      **Welcome, Introductions and Overview**  
Jill J. Ashman, Ph.D.  
Health Statistician  
Division of Science and Policy  
HRSA – HIV/AIDS Bureau

9:00 a.m. – noon  
(with break)      **Understanding the CADR**  
WRMA/CSR Team  
Setting the Stage

Introduction to the CADR

Key Issues:  
Cover Page  
Sections 1–8

Noon – 1:00 p.m.      **Lunch Buffet (Garden)**

1:00 – 2:30 p.m.      **Using the Web to Submit the CADR**

2:30 – 2:45 p.m.      **Break (Phoenix A)**

2:45 – 3:15 p.m.      **CADR Timeline and Submission Process**

3:15 – 3:45 p.m.      **Planning for 2005**

3:45 – 4:15 p.m.      **Tips for Training Providers**

4:15 – 4:30 p.m.      **Closing Session Remarks**  
Jill J. Ashman, Ph.D.



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**Tuesday, December 7, 2004**

7:30 – 8:00 a.m.           **Continental Breakfast (Phoenix A)**

8:00 – 11:00 a.m.       **How to Complete the CADR Using RW CAREWare Version 3.6**  
John Milberg  
Division of Science and Policy  
HRSA – HIV/AIDS Bureau

Introduction

- Overview of CAREWare
- Data Collection Using CAREWare

Tracking Agency and Client Level Data

- Service Provider Information
- Client Information
- Service Information
- HIV Counseling and Testing Data
- Medical Information
- Selecting Titles III and IV Clients

Break (Phoenix A)

Producing, Verifying, and Submitting the CADR

- Selecting the Proper Template
- Handling Missing Data
- Viewing the CADR and Downloading the File
- Submitting the CADR Electronically